



# KENTUCKY PERSONNEL CABINET

KENTUCKY EMPLOYEES' HEALTH PLAN  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601  
WWW.KEHP.KY.GOV



IC MEMO 17-12

**TO:** KEHP Insurance Coordinators (ICs)  
**FROM:** Department of Employee Insurance  
**RE:** Follow-up on Verification Documents  
**DATE:** September 15, 2017

As a follow-up to IC Memo 17-09, below outlines the process followed when we do not receive verification documents.

A first notice of request for verification documents is sent to you with a 15-day deadline to return the requested documents. If documentation is not received after the first notice, a second notice will be sent to you and the member with a 30-day deadline to return the requested documents. Both notices will specify that failure to submit the required documents will result in the termination of the dependent from the plan.

If the requested documentation is not received after the second notice, the dependent will be terminated from the plan prospectively (1<sup>st</sup> of month following deadline date). A rejection letter will be mailed to the member and you advising of the termination.

For any processed prior to today, you were already sent a first notice and a second notice will be sent to you and the member with a 30-day deadline. If requested documents are not received by the deadline, the dependent(s) will be terminated from the health plan effective the first day of the month following the rejection letter.

### Permitted Verification Documents (per Appendix P of the Administration Manual)

**To add a spouse:** A legible photocopy of the marriage certificate or a legible photocopy of the top half of the front page of the Employee/Retiree's most recent federal tax return (Form 1040).

**To add a child:** A legible photocopy of the child's birth certificate showing the name of the Employee/Retiree as a parent, or a copy of the footprint certificate from the hospital indicating baby and parent's name, or verification of the birth document from the hospital indicating the names of the baby and parent.

**To add a step child:** A legible photocopy of the child's birth certificate showing the name of the Employee/Retiree's Spouse as a parent and a legible copy of the marriage certificate showing the names of the Employee/Retiree and the Spouse or a photocopy of the top half of the front page of the Employee/Retiree's most recent federal tax return (Form 1040).

**To add an adopted child, or Foster Child(ren):** Legible photocopies of court orders, guardianship documents, or affidavits of dependency, with the presiding judge's signature and filed status; or legible adoption or legal placement decrees with the presiding judge's signature.